1	Name of Syllabus	**C.C.IN TAX & FINANCE MANAGEMENT ASSISTANT (408101)**
2	Max.Nos of Student	25 Students
3	Duration	6 Month
4	Type	Part Time
5	Nos Of Days / Week	6 Days
6	Nos Of Hours /Days	4 Hrs
7	Space Required	Workshop = 200 Sq feet Class Room = 200 Sq feet TOTAL = 400 Sq feet
8	Entry Qualification	XII Pass
9	Objective Of Syllabus/ introduction	To inform about tax & finance resources. To introductions banking sector.
10	Employment Opportunity	To set up our finance service centre. To get a job in banking sector.
11	Teacher's Qualification	B. Com/M. com with Druticienary

12	Training System	Training System Per Week		
		Theory	Practical	Total
		6 Hours	18 Hours	24 Hours

13	Exam. System							

Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks
1	**40810111**	**Taxation**	TH –I	3 hrs	100	35
2	**40810112**	**Finance Management**	TH-II	3 hrs	100	35
3	**40810121**	**Taxation**	PR-I	3 hrs	100	50
4	**40810122**	**Finance Management**	PR-II	3 hrs	100	50
			Total		400	170

SYLLABUS – TAX & FINANCE MANAGEMENT ASSISTANT

THEORY – I – Taxation

- Introduction & definitions of Tax. F.Y. A.Y. Head of income. Total income computation of total income. Income expmiptal for tax. Rates of income tax income from house property income for other sources.
- Income tax Act 1961 – Definition & various section/parts.
- Capital genie – short term, large term capital genie, computation of capital genie.
- TPA – Concern
- clubbing of Income
- Types of Return. Various forms. Challn TDS/TCS Certificate
- Central sales tax act 1956 – Definition sale & purchase of inter status, outside status, import of export.
- Bombay sales tax Act 1959 – Definition of various components
- VAT Act 2002 – Introduction concept of VAT Definition procedure for Vat calculate
- Customs Act 1962 – Introduction & concept custom duty, valuation of goods for the prepare of asscement, clearness of imposed goods & exported goods.
- Central excise tax Act 1944 – Intro & concept scope classification of goods values
- Service Tax 1994 – Intro, concept taxes services & service tax computation
- Introduction of Tally Software – Fundamentals of computer Tally accounting, VAT, CST, Payroll, TDS, TCS, Service Tax Report, Printing of Reports like balance sheet profit loss account, Ratio analysis, cash flow statements final slow statements, etc.

THEORY – II – FINANCE MANAGEMENT

- Finance Management – Book keeping, features, utility & advance Double entry method, Principles of double entry book keeping, classification of accounts, golden rule of book keeping, money management, Importance of accounts cash book, Debit & Credit, ledger, entries journal, Trial balance & profit & loss account balance sheet.
- Elements of cash & concept, Direct, indirect & marginal cost, classification of cost according to variability, pricing, objective of pricing.
- Budget & Budgetary control – Budget, Budgetary control, objective & advantages of budget, master budget problems in obtaining finance for working capital.
- Marketing management – Concept functions of marketing channel of distribution, Advancing & its budget sales promotions, Market asseement, after sale service.
- Industrial Relations & Personal management – Concept, source of recruitment, incentives, advantages & disadvantages appraisal & training, industrial disputes.
- Bank concept – Functions, types of bank accounts types of banks, Brochure for opening bank accounts cheques, Draft, mail Transfer, ATM, Advantages, safety precision & working & ATM,

- Insurance , Types of insurance necessary
- Project information – Need, steps while prepares project report, factor to be considered while selecting project, Estimating project cost, production.
  Production cost, working capital, financial ratios, calculation of carrot ratio net profit ratio, Trading account method to final gross profit,
- Inventory control – Importance Bock even analysis, BEP, Network analysis etc.
- Auditing – Intro objective, conduct of Audit, Internal Audit.
- DMof account, Trading account, E-banks, concept, Application.

PRACTICAL – I -Taxation

Preparation of form No.16 & Filing of Return study of Different types of Returns.
- Visit to income tax office/C.A.'S Office/TPA
- Sales tax documentation.
- Sales tax Registration.
- Computation of sales tax
- Study curtain formalities laws.
- Study of service tax for various service & their calculate
- Study of CST and BST Act.
- Computation & Assement of custom date.
- Study of service tax sale various service & their calculate.
- Study of documents for excise tax.
- Identification of various parts of computer & application
- MS Word – Study of application & freedom.
- MS Excel - Study of application & freedom
- MS Power point - Study of application & freedom
- Internet – e-mail, attachments, mailing, etc
- Introduction to tally software & is Application
- Tally accounting – Transition, in tally Recondivery
- VAT – Ledger creation, Greeting Voucher, CST Report
- CST – Ledger creation, Greeting Voucher, CST Report
- Payroll – Payroll transition, payroll reports
- TDS & TCS – Report
- Service Tax – Report
- Reports – Balance sheet, profit & Loss Account Ratio Analysis, Cash slow statements
- Printing of Report

PRACTICAL – II - FINANCE MANAGEMENT

Transactions, Ledges & Ledgel folio, Entries in ledgel.

Preparation of salary A/c Cash A/c etc

Preparation Trial Balance, Preparation Profit & Loss account. Preparation Balance sheet, Journal, Preparation of Trading account, Pricing for maintaining industry, for service industry for trade industry.

Preparation of Budget & market budget

Study of working capital preschool

Study of market survey, market assessment,

- Project formulation – project cost, production cost, works capital, facility of it Break even analysis.
- Visit to Bank/Financial institute – Get details of the day to day works, decantation. Prepare report of it.
- Concept of ATM, Debit card, credit card, ECS etc.
- Insurance documentation.
- Preparation of Internal check system/Audit.

LIST OF TOOLS/EQUIPMENTS/SOFTWARES

Sr. No.	Description of Tools/Equipment/Software	Nos. Required
1	Pentium based processor having minimum configuration - Min 166 MHZ 32 MB RAM 1.44 MB floppy drives 48XCD-ROM Drive (Minimum one) - SVGA Colour monitors	Six
2	Desk/Inkjet printer or dot matrix printer (80or132 columns)	One
3	Windows XP or NT or higher version M.S.Office 2003 software with word.excel.powerpoint. Tally 5.4 or above/ex.	As required
4	56 KBPS external modern	One
5	Calculate	10.6
6	classroom	
7	Table & chair	
8	cupboards	04
9	Computer lab	
10	Set up of Reference built on Banking etc.	
11	Direct & Indirect tax by Prof. Vijay seghaniya.	
12	Hand book on taxation (Yearly pushication the budget presentation).	

REFERENCE BOOKS

Computers and Common Sense	Hunt Shelly
A First Course In Computer	Sanjay Saxena
Easy Guide To WIN 98	ALAN SIMPSON
Mastering TO WIN 98	Cowart
Master Office 97 Visually	Complex Publication
Expert Guide TO WIN 98	Minasi. Shaper Christiansen
Tally	N. Satyapal

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